

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

December 10 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, December 2: Old Town Holiday Parade and Tree Lighting

Tuesday, December 3: Planning Commission Work Session

Thursday, December 5: Parking Authority, Board of Architectural Review, and OTAC meetings; 2nd half Real Estate & Business Personal Property Taxes due

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City Hall will be closed Thursday, November 27 and Friday, November 28 for the Thanksgiving holiday.

City Manager's Takeaways

Due to the holiday, this report is abbreviated.

A memorial service was held to honor fallen Police Officer Hunter Edwards on the day of his passing in 2018.

The City's new Zoning Administrator, Frank Hopkins, will begin on December 3.



Public Safety

Winchester Police

- Held service for fallen Officer Hunter Edwards and installed memorial plaque on the one year anniversary of his passing.
- Attended meetings and trainings:
 - Coalition meeting
 - Personnel meeting
 - WISE Grant meetings
 - School resource Officer meeting
 - Drug Court meeting
 - CISM training
 - Monthly CAC MDT meeting
- Attended graduation for Law Enforcement Basic Academy.
- Planned recruitment research project with intern.
- Researched Court Liaison policy.
- Conducted new School Resource Officer physical training test.
- Conducted one interview for the PD's No Shave November participation.
- Trained new mental health officer.
- Attended Fire & Rescue long range planning meeting.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes - 10

Winchester Fire and Rescue

- Attended the construction kick-off ceremony for the Emil & Grace Shihadeh Innovation Center.
- Met with the Lord Fairfax EMS Council and members that attended the Mass Casualty Training in Warrenton and will meet in the near future to address how the region handles similar incidents.
- Conducted regional training meeting with Frederick County to discuss training plans and burn building.
- Conducted interviews for Logistics Specialist.
- Held testing for two department members to become Field Training Officers.
- Working on Stuff-a-Truck details with local businesses.
- Obtained arrest warrant for recent arson fire.

Police Activity	#
Calls for Service	353
Crash Reports	9
DUI/DWI	3
Alarms/False Alarms	20/20
Directed Patrols	18
Directed Patrols (OTW)	3
Extra Patrols	68
Extra Patrols (OTW)	1
Traffic Citations	5
Traffic Warnings	2
BWC requests	-
Special Events Permits Received/ Approved	0/0 72 rec'd YTD

Fire Activity	Fire Activity
Fire	5
Overpressure	1
EMS/Rescue	71
Hazardous Cond.	3
Service Call	11
Mutual Aid Given	4
Good Intent	3
False Alarms	3
Special Incident	0
Plan Review	4
Inspections	3
Consultation	1

Emergency Management

- Conducted Mobile Command Bus training for Fire Department personnel.
- Met with the Salvation Army and Social Services to discuss sheltering partnerships.
- Met with Parks and Recreation to discuss Mass Care sheltering.
- Developed First Night Winchester Incident Action Plan and meeting schedule.
- Completed Drone Sense software review for the City unmanned aircraft program.
- Conducted review of surrounding jurisdiction radio communication planning efforts.

Parks & Recreation

- Hosted inaugural Disc Golf Tournament with 15 teams participating.
- Hosted Thankful for Volleyball Tournament with record number of participants.
- Held Park Advisory Board meeting where the Shenandoah University proposal was forwarded to City Council with a favorable recommendation with four conditions for further discussion.
- Attended Apple Blossom planning meeting.

Development Services

Economic and Workforce Development

- Conducted one Business Retention and Expansion meeting with a Winchester business.
- Attended the Emil and Grace Shihadeh Innovation Center kickoff ceremony.
- Met with developer interested in pursuing urban infill projects in Winchester.
- Began Worlds of Work Planning for 2020
- Reviewed two exterior improvement grants for improvements made to 100 N. Loudoun and 39 E. Piccadilly Street.
- Attended revolving Loan overview meeting with expanding business.

Arts and Vitality & Old Town

- Continued promotion for new Holiday Market during the Holly Jolly Celebration (December 14).
- Distributed Holly Jolly Posters to downtown businesses and designed Holly Jolly wind sign.
- Prepared for December 5 Old Town Advancement Commission Meeting.
- Assisted 7 tourists and 4 locals at the Welcome Center.
- Sent out December Old Town newsletter.
- Compiled materials for City's events task force.
- Installed "thank you" display for holiday tree volunteers and donors.
- Compiled info for Old Town Annual Report.

Planning

- Staffed the November 26 City Council work session. Presented a CUP request to for the O'Reilly Auto Parts store proposed on Cedar Creek Grade. The Planning Commission had recommended approval of a modified request. Also gave a presentation on the proposed Zoning Text Amendment pertaining to Telecommunications which the Planning Commission voted to initiate at the November 26 Commission meeting.
- Continued work on the Comprehensive Plan update including Chapter 7 (Housing).
- Prepared and electronically distributed the agenda packet for the December 3 Planning Commission work session and the December 17 regular meeting. Three CUPs are scheduled for public hearing in December:
 - A request for private club use in the B-2 districts to allow indoor batting cages
 - A request for a Short-term Rental Establishment in a rented home on Virginia Avenue
 - A request for a placement of a dumpster in the front yard of an apartment development
- Prepared and electronically distributed the agenda packet for the December 5 BAR meeting. Four cases are on the agenda-no public hearings.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Appeared on Tourism Tuesday this week on The River 95.3. First-time guest was the Discovery Museum to talk about their holiday programs and exciting programs coming up next year. Additional time was spent discussing special holiday shopping opportunities in the area.
- Received and put on sale at the Visitor Center the new limited edition ceramic 2019 holiday ornaments, created by local artist Lightning Bug Hollow Studios. Theme is Winchester's 275th Anniversary.
- Received quotes on photography panels to place outside of the Visitor Center in cooperation with SU. Currently in the structural/design phase and are considering whether to move forward with the project.
- Finalized the 2020 Visitor Guide Media Packet to begin laying out and selling ads for the 2020 Official Visitor Guide.
- Finalized a location for an Agritourism Education and Information Open House event to be held on February 28. The tourism office is partnering with the Virginia Tech Extension Office and several local agritourism sites to educate farmers on what it is and how it may be able to financially help their farms.
- Continued work on potentially designing two new Civil War Trails signs, both focusing on significant African American history in our area.

Zoning and Inspections

- Completed two additional Zoning Determination Letters and worked on two FOIA requests, including large request for the Old Hospital site.
- Prepared for Frank Hopkins to begin as City Zoning Administrator on Tuesday, December 3.
- Secured two of three needed bids for code compliance repair work on a derelict property in 500 block of S. Loudoun Street
- Issued Building Permit for 4 of 5 structures comprising the Aspirational Village upperclassman residence. halls at Shenandoah University. Estimated value \$2,500,000.
- Completed Building Permit review on the Shihadeh Innovation Center on Jefferson Street.

Public Services

- The new water main for the new Parks maintenance building has been completed and is operational.
- Leaf collection season continues.
- Decorated the holiday tree and the Loudoun Street Mall in advance of the parade on December 2.
- Refuse collection on Thursday, November 28 was moved to Wednesday. Yard waste collection canceled.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	115	6,352
Water service lines replaced (number)	1	368
Water meters replaced (number)	176	2,734
Sanitary sewer mains replaced/lined (linear feet)	0	5,900
Sanitary sewer laterals replaced (number)	1	102
Sanitary manholes replaced (number)	0	40
Sidewalks replaced (linear feet)	1,207	33,244
Sidewalks repaired (linear feet)	0	118,654

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	1	12.93	Lane miles
	Potholes repaired	0	192	#
	Mowing	0	373.25	Acres
	Miles of streets swept	51	2,447.93	Miles
	Tons of leaves hauled	81.75	233.31	Tons
Trees	Dead/diseased trees removed	32	238	#
	Trees trimmed	70	575	#
	Stumps removed	15	230	#
Traffic	Street signs Installed/replaced	16	383	#
	Pavement markings repainted (City)	0	11,210	Linear feet
	Pavement markings repainted (contractor)	0	626,730	Linear feet
Refuse & Recycling	Refuse collected	123.92	5,948.46	Tons
	Recycling collected	54.73	2,189.46	Tons
	Large item pickups	5	193	#
Transit	Total passengers	2,569	125,411	#
	Revenue miles pick up/drop off	3,838	177,961	Miles
	Revenue hours pick up/drop off	363.32	16,394.70	Hours
Utility billing	Payments processed	1,091	66,142	#
	New bills mailed out	2,779	68,302	#
	Water services turned off (non-payment)	33	499	#
Water treatment plant	Average daily water demand	5.61	6.20	Million gallons/
	Peak daily water demand	5.81	7.74	day
Wastewater treatment plant	Average daily flow treated	5.52	8.08	Million gallons/
	Peak daily flow treated	6.03	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	1	22	#
	Water meters read	1,292	69,729	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	3,301	128,418	Linear feet
	After-hours call outs	5	326	#
Engineering	Site plans reviewed	3	124	#
	Floodplain permits issued	2	107	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	4	219	#
	Land disturbance permits issued	0	13	#
	Stormwater facility inspections	31	193	#
	Erosion and sediment control inspections	28	1,888	#
	Erosion and sediment notices to comply	0	21	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	21	971	#
	Special events assistance	0	45	#
	Maintenance of pedestrian mall	34	1,552	Staff hours
Equipment maintenance	Total repairs completed	21	3,663	#
Winchester Parking Authority	Work requests completed	7	365	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	4	246	#
	Monthly rental cancellations	3	145	#
	Total monthly leases in all autoparks	+1	1,141	#
	Available monthly spaces in all autoparks	-1	271	#
	Hourly parkers (all four garages)	2,348	137,205	#
	Park-Mobile transactions	856	21,352	#
	Meter violations	167	9,137	#

Social Services

- Received 102 Benefit Program applications: 20 SNAP, 68 Medicaid, 5 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 5 Home Energy Assistance Program
- Provided case management to:
 - 3,722 Medicaid cases
 - 1,551 SNAP cases
 - 63 TANF cases
 - 19 Auxiliary Grant cases
 - 24 individuals receive VIEW services
 - 54 families/96 children receive Child Care Subsidy Assistance.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) case.
- Received 1,254 Housing Choice Voucher Program applications.
- Held group interview and realistic job preview session for 3 applicants for the open Family Services Specialist position.
- Held Winchester Social Services Advisory Board meeting.
- Hosted the Winchester Department of Social Services Advisory Board's Community Partner awards. The Drug Taskforce members of the Winchester Police Department, Selma Medical Associates, and John Mann/Wesley Cooperative Parish of the United Methodist Church were recognized for their contributions.

- Attended several trainings:
 - Benefits team attended an Aged, Blind, and Disabled Medicaid training.
 - Supervisors completed Principles of Leadership training.
 - CPS staff completed The Helping Interview training.
 - Reviewed FY20 Administrative Unit Goals with new Program Manager to increase her understanding of operations. It was an ideal opportunity to solicit feedback and suggestions for future SMART (Specific, Measurable, Achievable, Realistic, Timely) goals within the department.
 - Cross-trained the Finance team to increase resiliency and coverage when members of the team take leave over the holidays.

Weekly Activity	#
Clients walk-ins/drop-offs	101/84
Child Protective Service referrals	8
Placed "on notice" for foster care entry by JDRC	7
Children in foster care	57
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	60/0
Child Protective Service (CPS) case management load	50
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/1/98
CPS family assessments & investigations of alleged maltreatment	106
Family Service intakes	7
Adult Protective Service referrals	3
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	16/2
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	3

Support Services

Innovation & Information Services

- Migrated Fire & Rescue department to O365.
- Provided pricing to Parks for new security system.
- Continued working on internal GIS Portal.
- Attended kick off meeting for Fire Rescue Study. Started compiling necessary datasets for project.
- Created two new dataset called EM_SHELTER_LOCATIONS and EM_SHELTER_POC.
- Updated GIS schema for GOV_SERVICES and EMS_LOCATIONS.
- Updated web and winchesterdata python maintenance scripts to reflect additional datasets and schema updates.
- Updated bus stop locations and published them out to public school GIS application
- Configured Office 365 retention policies.
- Replaced AVFusion video server HDD and completed server setup with IPVideo support.
- Completed Parks server rack cleanup and e-cycle run; installed new storage array at Parks.

Communications

- Distributed the November 20 CitE-News issue. [View](#)
- Handled 4 media requests for City information and staff interviews; 1 interview and 5 inquiries for WPD.
- Edited and released the [season 2 finale of publiCITY](#) that focuses on the Abrams Creek Wetlands.
- Created a DUI video to remind residents to drink responsibly and travel safely during the Thanksgiving holiday, one of the deadliest holidays of the year.
- Posted a written BLUF and video announcement that the Rouss Review podcast will return to regularly scheduled programming on December 12 (breaking for Thanksgiving holiday).
- Created graphic to advertise the Park's 275th anniversary promotion.
- Submitted drone exam information to IACRA for the official drone pilot licensure.
- Captured drone footage at the Park for upcoming projects.
- Revised the Department of Social Services Realistic Job Preview video.
- Sent final 2020 informational calendar artwork to the printer. Distribution to all 22601 residences in mid-December.

311 Requests Received	#
FOIA	4
New Recycling Bin	2
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	2
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	8/513

Date	City Press Releases
11/26	Statement from the City - read
Date	Articles in <i>The Winchester Star</i>
11/23	Winchester's 275th Anniversary: First Kernstown
	Decorating downtown (photo)
	No one hurt in arson fire at city church
11/25	Winchester fire and rescue chief off job
	City announces Thanksgiving week schedule
	Applications being accepted for city's annual Citizen's Academy
11/26	Valley Health donates \$125K to Shihadeh Innovation Center
	Arson suspect charged over motel fire
	Old Town Winchester hosting Plaid Friday
11/27	Police drop razors to salute